

COMMONWEALTH OF KENTUCKY
Cabinet for Health and Family Services
Department for Community Based Services
Division of Child Care



Things to Know When Preparing for an Emergency and/or Disaster in Child Care

All information with a “ * ” is required by a child care regulation.



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Types of Emergencies

1. Fire (Ky. regulations require reporting to cabinet within 24 hours any incident involving fire)

- A. Evacuate the area of the fire (stay low if necessary to lessen the effects of smoke and gasses that collect up high) closing classroom doors upon exiting.
- B. Activate the fire alarm.
- C. Call **911 or local authorities**, informing them of the type of emergency/disaster and the need for assistance. Initiate alternate communication systems in the event phone service is lost.
- D. If possible, provide emergency/disaster services with additional information regarding the fire:
 - 1. Yellow smoke may indicate the presence of toxic gasses (note: all smoke is toxic).
 - 2. Gray smoke with brown wisps may indicate an electrical fire.
 - 3. Gray-black smoke indicates primary fire – the use of a fire extinguish may be helpful in the first minutes of fire discovery and there is little danger of smoke inhalation.
- E. Fire Extinguishers should only be used for small fires, and staff should be trained in the PASS extinguishing method:
 - 1. **P – Pull** the Pin.
 - 2. **A – Aim** the extinguisher low and at the source of the fire.
 - 3. **S – Squeeze** the handle to discharge extinguisher.
 - 4. **S – Sweep** slowly back and forth across the sources of the fire.
 - 5. Fire Extinguisher training can be accessed at this internet address:
www.osha.gov/SLTC/etools/evacuation/portable.html
- F. A child care representative will go to the nearest intersection, direct emergency/disaster personnel to the scene and make them aware of the situation.
- G. Director or designee will communicate with fire officials in determining next steps.
- H. Make certain that all children and staff are accounted for (using class rosters) and are a safe distance from the facility. This may mean moving children and staff off facility property to an alternate location.
- I. No one should re-enter the facility until fire officials have given the all clear.
- J. With any incident involving fire, notify the cabinet within 24 hours.

2. Hazardous Materials Incident in Child Care

- A. Evacuate the area immediately.
 - 1. Do not turn any electrical switches on or off.
 - 2. Extinguish all open flames.
 - 3. Evacuation should be to an area (if possible) upwind and uphill of the facility.
- B. Call **911 or local authorities**, and report that there has been a Hazardous Material Spill.
- C. Do not attempt to contain, touch, or identify (if unknown) the hazardous material.
- D. Do not attempt to rescue someone who has been overcome by fumes.
- E. If a child or staff member has contact with chemicals, the chemicals should be washed off immediately.
- F. For an incident in the community that may affect the facility, follow the advice of local authorities, which may include evacuation or sheltering in place.
- G. Do not return to the facility until authorities have given the all clear.

3. Inclement Weather

Severe Weather Watches/Tornado Watch & Warning Procedures, Flooding

A. The ***designated safe place for this facility*** is

*

1. Staff shall gather children (account for everyone using class rosters) and move to the designated safe place.
2. Staff shall maintain flashlight and voice contact at all times.
3. Children should be seated with their backs against the wall, knees drawn to chest, and head down and covered with their hands. (Tornado Warning)
4. Staff should assume this position when the children are in position and all accounted for. (Tornado Warning)

B. After absolute certainty that the storm has passed,

1. Account for all children using class rosters.
2. Provide necessary first aid and call **911 or local authorities** for needed assistance.
3. Check the complete facility for any damages such as fire, water, or structural.
4. Turn on and test utilities if needed.

C. Notify Director or designee as soon as possible with update of conditions.

D. Notify all service representatives of services needed.

Severe Thunderstorm WATCH

1. Advise all staff members of the weather conditions.
2. Monitor radio/television news for updates and/or NOAA Weather Radio.
3. Modify outdoor activities to ensure that relatively quick access to shelter is available

Thunderstorm Warning

1. Advise all staff members of weather conditions.
2. Monitor radio/television for updates and/or NOAA Weather Radio.
3. Terminate outdoor activities and seek shelter.
4. Monitor sky conditions. If a dark, funnel shape cloud is seen, seek shelter and if possible call **911 or local authorities** to report it.
5. ***If facility is damaged and requires temporary or permanent closure, the cabinet and parents of a child enrolled in the facility should be notified as soon as practicable.***

Tornado Watch

1. Advise all staff members of weather conditions.
2. Monitor radio/television for updates and/or NOAA Weather Radio.
3. Terminate outdoor activities and seek shelter.
4. Monitor sky conditions. If a dark, funnel shape cloud is seen, seek shelter and if possible call **911 or local authorities** to report it.

Tornado Warning

1. Monitor radio/TV continuously.
2. Monitor sky conditions. If a dark, funnel shape cloud is seen, seek shelter (see "A" of this section), and if possible call **911 or local authorities** to report it.
3. Children and staff take shelter in designated area.
4. If facility is damaged and requires temporary or permanent closure, the cabinet and parents of a child enrolled in the facility should be notified as soon as practicable.

Flooding

1. When flash flooding conditions are forecast, the following guidelines shall be used:
 - a. Contact the child care facilities director or designee.
 - b. Monitor television, radio and/or NOAA Weather Radio for forecast updates.
 - c. Move records and valuable equipment to higher areas. Store chemicals out of the reach of flood water to prevent water contamination.
 - d. Make transportation preparation to move children and staff in the event of an evacuation.
 - e. Follow the emergency/disaster evacuation plan.
2. Evacuation
 - a. If the facility is in low lying area vulnerable to flooding, evacuation will be immediate.
 - b. Evacuation is to follow the safest route possible (listen to weather and news reports for routes.) Staff shall maintain flashlight and voice contact at all times and ensure all children and staff are accounted for.
 - c. If time and conditions permit, shut off facility power at the utility box.
 - d. If time and conditions permit, all loose outdoor articles should be properly stored.
 - e. Lock all doors upon completion of facility evacuation.

4. Illness or Injury

A. Minor (report to cabinet within 24 hours if medical attention needed)

1. Treat with medical supplies on hand.
2. Evaluate periodically to see if further medical attention is required.
3. Document treatments and evaluations in children's file.
4. Consult family members.

B. Major (report to cabinet within 24 hours)

1. Staff trained in first aid techniques should prioritize injuries.
2. Contact **911 or local authorities**, if immediate medical attention is required.
3. If an illness or an injury requires a doctor's care, but an ambulance is not required, the staff members should then contact the child's family to make arrangements for pick-up and transportation for appropriate medical care.

C. Death (report to cabinet within 1 hour)

1. If a death occurs at the child care facility, procedures are:
 - a. Call **911 or local authorities** and request emergency/disaster assistance.
 - b. Contact local law enforcement; allow them to notify the family.
 - c. Do not move or tamper with the body.
 - d. Children and staff should be moved to other parts of the facility away from the incident scene.
 - e. Parents of children enrolled in the facility should be provided essential information and allowed to tell their child (ren) at their discretion (counseling may be needed in the weeks ahead).
 - f. It is in everyone's best interest to keep media out of the facility. No one should answer media questions except for the facility attorney.

D. Serious Illness or Injury

Kentucky regulations require reporting communicable disease with 24 hours to the cabinet. Please go to the internet address below for reportable communicable diseases:

<http://chfs.ky.gov/NR/ronlyres/026A1FAE-C7BE-4572-B052-C634BB630723/0/EPID200updateKentuckyReportableDiseaseForm2010doc.pdf>

1. The immediate concern is to aid the sick or injured person.
 - a. Child Care Providers should follow this plan.
 - b. No staff member should place himself or herself at risk attempting to rescue an injured child or staff member.
 - c. Do not move the victim, especially if their injury is the result of a fall, unless they are in a life threatening or dangerous environment.
 - d. Notify the facilities staff certified in first aid/CPR. Certified staff members include:

* Name: _____ Classroom: _____

* Name: _____ Classroom: _____
- e. Call 911 or local authorities and request assistance.
- f. Treat immediately life-threatening injuries such as:
 1. Impaired breathing – Work efficiently. Death can occur in 6 minutes or less once the body is oxygen deprived. Place the victim on his/her back, loosen collar, remove any obstructions to the airway, and begin mouth-to-mouth resuscitation (if you are certified). Once the victim is breathing on his/her own, treat for shock
 2. Heart or circulatory issues – Work quickly. If possible, get the first aid/CPR certified staff to assist you. Work as a team. If heartbeat returns, continue to monitor the patient, treat for shock and wait for EMS.
 3. Severe Bleeding – Act quickly. Apply direct pressure on the wound with your hands, using a clean cloth if available. If there are no fractures, elevate the wound. If bleeding is of a squirting or pumping nature, apply pressure to the appropriate arterial pressure point. A tourniquet should not be used except as a last resort.
 4. Shock- If there is not head or chest injury, keep the victims head lower than the rest of the body. Loosen constricting clothing and cover with blankets. Encourage fluid in-take if the victim is conscious, and there is no abdominal injury or nausea.
 5. Other injuries/illnesses should be treated in priority with respect to the threat of life.
 6. Assist victim in seeking medical attention or transport to hospital.

Bomb Threats

Never move or touch unidentified or suspicious objects!

A. General Precautions

1. Any bomb threat should be treated as real.
2. Unidentified or suspicious objects should be reported to the authorities.
3. Evacuation should be to an outdoor area as far from the facility as safely possible a minimum of 600 feet. Do a quick search of the area to be used for evacuation to ensure it is secure.
4. Upon evacuation, all windows and doors should be left open, if possible to minimize shock damage from a potential blast.
5. Upon arrival of law enforcement, the facility director, or designee, will assist authorities in identifying strange or suspicious objects.
6. No one is to re-enter the facility until the authorities have given the "all-clear".

B. Telephone Threat

1. The staff member receiving the call should inform other staff that a bomb threat is in progress.
 - a. Evacuate the facility immediately for an immediate threat.
 - b. **Call 911 or local authorities and follow their instructions.**
3. The staff member receiving the call should keep the caller on the line as long as possible.
4. Information about the caller and the bomb should be recorded on a bomb threat form. A sample form can be found with the other sample forms for child care emergency disaster preparedness planning.
5. Obtain as much information from the caller as possible regarding the information requested on the bomb threat form.
6. No one is to re-enter the facility until the authorities have given the "all-clear".

C. Written Bomb Threat

1. The staff member receiving the written threat should handle it as little as possible (to preserve finger prints) and should save all materials included in the envelope or container holding the threat.
2. **Call 911 or local authorities and follow their instructions.**
3. All materials involved in the threat should be turned over to authorities.
4. No one is to re-enter the facility until the authorities have given the "all-clear".

Utilities and Maintenance Emergencies

A best practice recommendation is to be familiar with the locations of all utility shut-offs

A. Gas Leaks

- If anyone smells natural gas, act quickly.
- Open the windows immediately.
- Call **911 or local authorities** and report a possible gas leak.
- Do not turn any electrical switches on or off. Extinguish all open flame.
- Turn off the main gas line at the meter using a crescent wrench.
- Turn a quarter turn in either direction.
- If the gas odor remains strong, evacuate the area immediately.
- Do not return to the facility until the fire department gives the "all clear"

B. Power Outages

- If the facility has emergency lighting, they should come on automatically.
- The program has ____ flashlights, which are located ____
 - Additional batteries are located ____
- A battery-operated radio is located ____
 - The radio may be used to monitor weather conditions, etc. Tune to local media stations for updates. Local stations include ____
 - In the event of a power failure, the facility staff on duty should contact the following:
 - Local Power Company Phone # ____
 - The child care facilities director or designee. Phone # ____

C. Water Loss

- The emergency water supply is located ____
 - This water should be used sparingly, and only for an emergency.
- In the event of loss of water, facility staff should contact:
- The local water company, Phone # ____
- The child care facilities director or designee. # ____

D. Telephone Service Loss

- In the event of the facility's land line service is disrupted, use a cell phone to contact
- The local telephone company for a repair not resulting from a general power failure, Phone # ____
- The child care facilities director or designee. # ____

E. Heat/Air conditioning Loss

- Contact the child care facility director or designee. # ____
- Contact the installer of the system or repair service.
 - Phone # ____

F. Plumbing Problems

- Contact the child care facility director or designee. # ____
- Contact the repair service, Phone # ____

G. Locks and Keys Problems

- Contact the child care facility director or designee. # ____
- Contact the repair service. Phone # ____

Emergency/Disaster Evacuation

- A.** In the event of a fire, bomb threat, electrical, chemical or other emergency/disaster that requires the evacuation of the facility, all staff members should adhere to the following:
1. Call **911 or local authorities** to seek assistance from the proper authorities.
 2. Make sure all children and staff is accounted for and safe.
 3. Evacuate all children and staff as far away from the facility as safely practical.
 - a. Adhere to predetermined evacuation routes, if possible; however, do not hesitate to adjust these routes to avoid dangerous areas.
 - b. All children and staff members with special needs are to be assisted as needed.
 4. Take any specialized equipment required to serve this population.
 5. Again, make sure all children and staff is accounted for and safe.
 6. Contact the child care facility director or designee as soon as possible.
 7. No one is to re-enter the facility until the authorities have given the "all-clear".

Lockdown Procedure

- A.** Lockdown is implemented to ensure the safety of the children and the staff from intruders or a major incident in the community.
1. **Outdoor procedures**
 - a. Calmly but quickly move the children to the closest pre-determined safe space inside the facility and establish contact with local authorities as soon as possible.
 2. **Indoor procedures**
 - a. Move to pre-determined safe space or classroom.
 - b. Lock doors and establish contact with local authorities as soon as possible.
 - c. Keep children and staff away from windows and doors.
 - d. Remain calm.
 - e. If gunshots or an explosion occurs, everyone should lay on the floor.
 - f. Remain in classrooms and safe area.
 - g. No one is to enter or exit the safe area.
 - h. Remain in safe area until "all clear" is given by authorities.
 3. **Director or Designee Procedures**
 - a. Move to a safe location that has access to a phone. Keep the phone lines clear in order to maintain open communication with the authorities.
 - b. Coordinate all activities with the authorities including the "all clear."
 4. **All Clear**

The Authorities will provide the Director or Designee will give the "All Clear", when the incident has been resolved and the authorities have approved resuming normal activities

Helping Children Understand After a Emergency/Disaster

What is a disaster: A disaster is something that happens that causes damage to property and could hurt people. Most disasters are caused by nature being out of control, these may include tornados, hurricanes, earthquakes, wild fires, winter storms, and floods. Sometimes, disasters are man-made and include hazardous waste spills, fires and terrorism.

What children should know:

- Warning signs of disaster.
- That people will help them.
- How to call 911.
- That by practicing for a disaster, they can help keep themselves safe.

Children will be most afraid of:

- The disaster will happen again.
- Someone they love has been injured or killed.
- They will be separated from their family.
- They will be left alone.

Children's reactions may include:

- Regressive behavior (bedwetting, clinginess, thumb sucking).
- Headache, stomach ache.
- Thinking difficulties (confusion, inability to concentrate).
- Sleep Issues (fear of the dark, trouble falling asleep, nightmares).

Helping children understand:

Children may find it difficult to understand and accept what has happened. While there may be no physical injury to the child, the emotional injury is there. Children may become clingy, irritable or distant and may seek constant reassurance. It may be difficult understanding the relationship between the disaster and the short and long term affects of the upheaval that comes with it.

Typical Reactions to Disaster for Children 1-5 Years of Age

Regressive Behaviors	Physiological Behaviors	Emotional Behavioral
<ul style="list-style-type: none">• Bed wetting• Thumb sucking• Fear of darkness• Fear of animals• Fear of "monsters"• Fear of strangers• Increased sibling rivalry• Excessive clinginess• Crying, whining & whimpering• Wanting to be fed or dressed• Engaging in habits previously given up	<ul style="list-style-type: none">• Loss of appetite• Overeating• Indigestion• Vomiting• Bowel/bladder problems (diarrhea, constipation, urine leakage)• Sleep disorders and nightmares• Headaches• Complaints of visual/hearing problems• Habitual itching or scratching• Sleep disturbances, nightmares or terrors	<ul style="list-style-type: none">• Nervousness• Irritability• Disobedience• Hyperactivity• Tics• Speech difficulties• Separation anxiety• Shorter attention span• Aggressive Behavior• Exaggeration/distortion of the event• Repeatedly talking about the experience• Behavior issues• School phobias• Withdrawal from friends• Withdrawal from family• Weather related fears(rain, winds)• Inability to concentrate-falls behind in school work• Aggressive behavior• Repeatedly talking about the disaster• Sadness over losses

Comforting the children:

- Try to remain calm yourself.
- Try to keep children's exposure to TV and radio to a minimum. What they see and hear may add to their anxiety or be taken out of context. It is important to remember that the children will take cues from adult conversations as well. Answer children's questions simply and honestly. You may find yourself answering the same questions over and over again. This is one way children use to reassure themselves.
- Spend extra time with the children. Hugs and holding hands are good ways to provide comfort. Use a quiet, soothing tone to help calm them.
- Reassure the children that their parents will come for them as quickly as possible, but that it is important for their parents not to put themselves in danger trying to get to the child.
- Try to restore normal routines as quickly as possible in order to provide a sense of normalcy and security.
- Don't promise that there won't be another disaster. Encourage children to talk about their fears and what they can do to help others. Encourage the children to act out what happened and how they feel. Let them know that you will do everything you can to keep them safe.
- Be patient and understanding with the children, it may take a while for the aftermath of the trauma to sink in.
- Find ways that the children can help you or to help others. The ability for the children to feel useful and helpful is reassuring to them.
- Children, who are injured or have injured friends and relatives because of the disaster, are more likely to suffer emotional distress.
- Educate children on disaster preparedness. Knowing what to do ahead of time is empowering!

Helpful Information and Child Care Sample Forms for Emergency Disaster Preparedness Planning

Helpful information and the following **sample** forms are available at <http://chfs.ky.gov/dcbs/dcc/> to assist Child Care providers in Emergency Disaster Preparedness Planning:

1. Division of Child Care Things to Know When Preparing for an Emergency and/or Disaster in Child Care
2. Child Care [Child Information Form](#)
3. Child Care [Daily Attendance Record Form](#)
4. Child Care Emergency Disaster Preparedness [Parent Information Form for Reunification](#)
5. Child Care [Evacuation Response Checklist Form](#)
6. Child Care Emergency [Disaster Roster Sign Out Form](#)
7. Child Care [Fire Drill Form](#)
8. Child Care [Earthquake and Tornado Drill Form](#)
9. Child Care [Bomb Threat Information Form](#)

Resources and Helpful Websites

- American Academy of Pediatrics , <http://www.aap.org/terrorism/index.html/>
- American Public Health Association, <http://www.apha.org/>
- Federal Emergency Management Agency, <http://www.fema.gov>
- Healthy Child Care Magazine Emergency Preparation Special Issue 2004, <http://www.healthychild.net/>
- Kentucky Department of Homeland Security, <http://www.homelandsecurity.ky.gov>
- Kentucky Emergency Management, <http://www.kyem.ky.gov>
- National Association of Child Care Resource and Referral Agencies, <http://www.nrex.org/>
- Kentucky Early Childhood Mental Health, <http://mhmr.ky.gov/mhsas/Early%20Childhood%20MH.asp?sub1>
- National Child Care Information Center, <http://nccic.org/cctopics/cope.html>
- National Resource Center for Health and Safety in Child Care, <http://nrc.uchsc.edu/RESOURCES/list.htm#E>
- Play Safe! Be Safe, <http://www.playsafebesafe.com>
- Protecting Our Kids from Disaster Institute for Business and Home Safety, <http://www.ibhs.org/docs/childcare.pdf>
- US Department of Homeland Security, <http://www.dhs.gov/dhspublic/>
- Early Childhood Trauma, <http://www.nctsn.org/trauma-types/early-childhood-trauma>
- Hospice, <http://www.hospicenet.org>
- The Kentucky Community Crisis Response Board (KCCRB), <http://kccrb.ky.gov/>
- Your local American Red Cross chapter, <http://www.redcross.org/where/where.html>
- Your State and Local Health Departments, <http://www.cdc.gov/mmwr/international/relres.html>
- Your Local Emergency Management Agency, <http://www.ready.gov/america/local/index.html>